



OFFICE OF THE CEO

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This is an application to be registered or update current information on the Lovedale Public Further Education and Training College's supplier database of products and services.

Notice to all the suppliers:

The college will not accept faxed application forms. Please retain a copy of the document, for future reference. The Lovedale PFET College reserves the right to decline any application.

SECTION A (COMPANY INFORMATION)

Personal Details

Title (Prof /Dr /Mr / Mrs / Ms) and

Surname: _____
(If sole trader)

Trading as name of business: _____

Registered name of business: _____
(In case of sole trader, please furnish identity number plus copy of identity documents)

General Service / Product: _____

Physical address of business:

Building / Complex name : _____

Street name and number: _____

Suburb: _____

City: _____ Postal Code: _____

Postal address of business:

This is the address to which all correspondence would be sent. (If left blank, all correspondence would be sent to your physical address)

Postal address: _____

Town / City : _____

Postal code: _____

Telephone numbers of business: Code: _____ Number: _____

Business Cell Phone number: _____

Fax Number: Code: _____ Number: _____

Business email address: _____

The name of your accountant / bookkeeper / auditor :

Postal address of your accountant / bookkeeper / auditor

Telephone number of your accountant: Code _____ Number: _____

Fax number: Code _____ Number: _____

Email address of your accountant: _____

Tax number of your business: _____

VAT Registration number: (If applicable): _____

SECTION B (HISTORIC INFORMATION)

Previous name(s) of business if applicable.

SECTION C (DIRECTOR DETAILS)

List of directors / owners / partners

(Information on ALL directors / owners / partners must be provided. Attach your own list if the space provided is inadequate)

1. Surname: _____
First names: _____
Identity Number: _____
Nationality: _____

RACE	BLACK		COLOURED		INDIAN		WHITE	
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2. Surname: _____
First names: _____
Identity Number: _____
Nationality: _____

RACE	BLACK		COLOURED		INDIAN		WHITE	
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3. Surname: _____
First names: _____
Identity Number: _____
Nationality: _____

RACE	BLACK		COLOURED		INDIAN		WHITE	
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4. Surname: _____
First names: _____
Identity Number: _____
Nationality: _____

RACE	BLACK		COLOURED		INDIAN		WHITE	
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SECTION D (BANKING DETAILS)

(Please provide the banking details to which any payments due are to be transferred. The bank MUST certify this form in the space provided.)

Name of bank: _____

Name of the account: _____

Branch code: _____

Branch Location: _____

Bank Account Number: _____

Account Type: (Current/savings etc) _____

Signatories Name and Surname and ID numbers

SECTION E (CERTIFICATE FROM THE BANK)

I, (full names and surname)(Printed) _____

An employee and authorized person / agent of (Bank Name) _____

Branch Name: _____

And telephone number (Code, Number) _____

Herewith certify that the Current Banking Details as provided in above are true and correct.

Signed: _____ Date _____



SECTION F (SUPPLIER PROFILE)

In order for the Lovedale PFET College to build up a profile of it suppliers, we would like you to complete the following

1. Name THREE trade references/referees of previous undertaking, by providing their names and telephone numbers.

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2. Are there any pending legal proceedings or previous judgments against your business or has your business ever been declared bankrupt? (Yes/No)_____
- If yes, please explain:

3. Is it required of your business / industry to register with any professional bodies? (Yes / No)_____
- If Yes, indicate products / service for which permits are held, including permit numbers:_____

4. Does your business operate a Quality management system covering the product/service to be supplied (Yes /No)_____ If yes, please explain

I/We, the undersigned, herewith certify that all of the above information is correct at the time of completion. I/We furthermore certify that I/We have the appropriate authority to furnish the above mentioned information on behalf of our business/employer.

Name:	Signature
Designation;	Date

Name	Signature
Designation	Date

Please attach certified copies of the following documents

1. Company registration documents
2. ID documents of all directors / members / owners
3. VAT certificate where applicable
4. Tax Certificate
5. Any other registration certificate pertaining to your relevant industry (SOB for security companies; ECB for Electrical Contractors Board)

Below is the list of commodities, which suppliers may register for

1. Advertising (in electronic and print media)
2. Agricultural engineering and Agricultural products / Services
3. Air conditioning Service and Repairs
4. Architects and Engineering consultants
5. Building materials, Electrical and Construction services
6. Carpet Services and Carpet Fitting
7. Catering Services
8. Cleaning services
9. Communication services e.g. Telephone and Cell phone services
10. Computer Equipments and Information Technology services
11. Consulting and Legal services
12. Financial, Accounting and Auditing services
13. Glass Industries
14. Hiring of Equipment and Office equipment
15. Mower Services and Repairs
16. Office and class room furniture
17. Painting
18. Paving Services
19. Plumbing Service
20. Printing, Layout and design
21. Promotional material
22. Stationery
23. Supply of newspapers, magazines Journals etc
24. Staff training
25. Transportation services
26. Travel agency
27. Welding Services